

Membership Balance Plan  
Defense Acquisition University Board of Visitors

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Defense Acquisition University Board of Visitors (“the Board”).
2. Mission/Function: The Board shall provide independent advice and recommendations to the Secretary of Defense or the Deputy Secretary of Defense, through the Under Secretary of the Defense for Acquisition, Technology, and Logistics (USD(AT&L)) and the President of the Defense Acquisition University, on organizational management, curricula, methods of instruction, facilities, and other matters of interest to the Defense Acquisition University.
3. Points of View: The Board shall be composed of not more than 14 members who are former senior Defense officials or are eminent authorities in academia, business, and the defense industry.

The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board. The Department has found that viewing the complex issues facing the Defense Acquisition University through a multi-disciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants under the authority of 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. Board member appointments shall be renewed on an annual basis by the Secretary of Defense or the Deputy Secretary of Defense.

The Board’s membership balance is not static, and the Secretary of Defense or the Deputy Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(AT&L), as the Board’s sponsor. In addition, the Department, unless otherwise instructed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

4. Other Balance Factors: N/A
5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals who are former senior Defense officials or who have extensive professional experience in the areas of academia, business, and the defense industry. Potential candidates are identified by the Board’s professional staff, current or departing Board members, and senior DoD officials.

Membership Balance Plan  
Defense Acquisition University Board of Visitors

Once potential candidates are identified, the Designated Federal Officer and the Board's professional staff reviews the credentials of each individual and narrows the list of potential candidates before forwarding the list to the USD(AT&L). During the USD(AT&L) review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters anticipated to be reviewed by the Board to achieve expertise in points of view to be represented and functions to be performed.

Prior to the USD(AT&L) nominating the potential candidates, the list will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the USD(AT&L) formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following Secretary of Defense or Deputy Secretary of Defense approval, the approved candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

The Secretary of Defense, or the Deputy Secretary of Defense, may approve the appointment of Board members for one-to-four year terms of service; however, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

The Board and subcommittee member vacancies will be filled in the same manner as described in the previous five paragraphs above.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Board appointments are made. Subcommittee nominees may be current Board members or not have any affiliation with the Board, as recommended by the Board's sponsor and based upon the matters under consideration. Their appointments must be renewed by the Secretary of Defense or the Deputy Secretary of Defense on an annual basis.

Subcommittee members, if not full-time or part-time government employees, shall be appointed as experts or consultants under the authority of 5 U.S.C. § 3109 to serve as SGE members.

Subcommittee members who are full-time or permanent part-time Federal employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

As required by the Board's charter, all subcommittees operate under the provisions of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), governing Federal statutes and regulations, and established DoD policies and procedures.

Membership Balance Plan  
Defense Acquisition University Board of Visitors

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to the Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issues by the Office of Government Ethics.
8. Date Prepared: July 10, 2014